

Policy: 4610 Effective: 11/29/06

Procedure: 4610.10 Replaces: N/A Chapter: Case Management and Parole Dated: N/A

Supervision

Rule: Community Resources

Purpose:

Arizona Department of Juvenile Corrections (ADJC) Community Corrections personnel shall develop and maintain working relationships with public and private service agencies, including educational, vocational, employment and recreational to provide a continuum of placement options, and services for juveniles in the community. The Department can utilize contracted providers to ensure the special needs of juveniles and their families are addressed.

Rules:

1. Education:

- a. **PAROLE OFFICERS AND REENTRY SPECIALISTS** shall provide juveniles under supervision with educational training consistent to the juvenile needs and potential risk. The **PAROLE OFFICER** in collaboration with the Educational Transition Coordinator, when and where available, shall:
 - i. Advocate and facilitate the juvenile's enrollment in an appropriate educational program;
 - ii. Maintain monthly contact with the school; and
 - iii. Document progress in Youthbase in the community Progress Report section of the CAPFA update every 90 days.

2. Vocational:

- a. To ensure a juvenile is given appropriate vocational services, COMMUNITY CORRECTIONS PERSONNEL, REENTRY SPECIALISTS, VOCATIONAL REHABILITATION SPECIALISTS, DEPARTMENT OF ECONOMIC SECURITY (DES), AND REHABILITATION SERVICE ADMINISTRATION (RSA) PERSONNEL at each Community Resource Center shall:
 - i. Review the file of each juvenile who may qualify and have a need for Vocational Rehabilitation (VR) services;
 - ii. Follow referral process in accordance with Procedure 4431.01 Vocational Rehabilitation Referral Process;
 - iii. Assist the juvenile in developing job skills:
 - iv. Provide apprenticeship programs; and
 - v. Provide training opportunities.

3. Recreational:

- a. **COMMUNITY SUPPORT OFFICER(S)** shall:
- b. Provide Recreational and athletic programming for juveniles participating in the Fresh Start Program near the East Valley Resource Center Office;
- c. Ensure these activities are part of the juvenile's regular schedule; and
- d. Provide transportation to and from each facility.

4. Employment:

- a. The **PAROLE OFFICER OR THE REENTRY SPECIALIST** shall:
 - i. Determine the juvenile's employability skills to recommend him or her for employment;
 - ii. Verify employment monthly after a juvenile is employed; and
 - iii. Document progress in Youthbase in the Progress section of the CAPFA every 90 days.

Procedure No. 4610.10 Community Resources Page 2 of 2

5. Child Protective Services (CPS):

- a. In collaboration with CPS employees, **ASSIGNED COMMUNITY CORRECTIONS PERSONNEL** shall:
 - i. Ensure juveniles receive the most appropriate services available;
 - ii. Attend and participate in Child and Family Team staffings on a monthly basis to coordinate care for dually adjudicated juveniles; and
 - iii. Follow the CPS involvement process in accordance with Procedure <u>4660.01</u> Coordinating with Child Protective Services.

6. Child and Family Teams (CFT):

- a. To develop an integrated service plan for juveniles **ASSIGNED PAROLE OFFICER(S)** or **THE REENTRY SPECIALIST** shall in collaboration with local Regional Behavioral Health Authorities (RBHA):
 - i. Attend and participate in CFT meetings;
 - ii. Provide current information on the juvenile prior to the CFT meeting;
 - iii. Assist the RBHA to identify possible team members, and those not appropriate;
 - iv. Complete any identified tasks assigned at CFT meetings within the specified timeframes;
 - v. Indicate other supports or interventions covered by ADJC;
 - vi. Monitor the juvenile's compliance with parole terms;
 - vii. Encourage family involvement and participation in the juvenile's treatment; and
 - viii. Monitor juvenile's progress.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: